



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

July 30, 2018

**DIVISION MEMORANDUM TO:**

**(THROUGH THE PSDS/ PRINCIPAL / SECTION HEAD)**

**ROSHEL GERALDINE M. PARTOSA**  
Guidance Counselor, CRRMNHS, San Jose District

**MARIA PERLIE A. TINGUHA**  
T-III, Property Custodian, Bacong Central School

**SUZZETH N. CATUBAY**  
Book Keeper, Sibulan Central School

**RUBY JANE M. BIDAURE**  
PDO-I, Division Office

**KEYLIEN JE Q. OMALE**  
ADA-I, Division Office

**MARSHA D. RUIZ**  
ADA-I, Division Office

1. Pursuant to Division Memorandum No. 436 s. 2018, relative to <sup>the</sup> Conduct of the 5<sup>th</sup> Governor's Back to School Sports Competition, You are hereby directed to be the members of the **Secretariat Group**.
2. Your Duties and Functions are the following:
  - a) Receive and Check the credentials of the players.
  - b) Issue athletes' clearance to play.
  - c) Coordinate with Tournament managers and Coaches for the schedule of games.
  - d) Gather/Tabulate the results of the game.
3. Likewise, you are to report to the Division Office on July 30 to August 4, 2018 in order to receive/ check the athletes' documents.  
Report Every Saturday/ Sunday and Holiday From August 4, 2018 until October 2018.
4. All members are given Service Credits/ COC for those who serve during Saturdays, Sundays and Holiday.
5. Form 48 should be accomplished and countersigned by the Tournament Manager and be signed by the Division PESS Supervisor.
6. Transportation, food, uniforms and other incidental expenses are chargeable against School MOOE / SEF or any available funds subject to the usual accounting rules and regulation.
7. This serves as your **Travel Order**.
8. Wide dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS, Ph.D. CESO V**  
Schools Division Superintendent

30 JUL 2018